

QA (Quality Assurance) Specialist

Ingredients Plus Distribution is a growing distributor of dry food products, supporting a wide sector of the food industry from major manufacturers to small bakeries and bulk food stores.

We are currently seeking to fill one position at our Port Coquitlam facility.

Position: QA (Quality Assurance) Specialist

Job Type: Full-time (40 hours per week), Monday to Friday, between 8:30 am to 5:00 pm as operations require

Summary of Duties:

- Review and maintain product quality documentation
- Handle quality complaints from customers
- Review and maintain company Operating Procedures documentation, ensure staff are in compliance
- Take charge of BRC audits, Organic certification, compliance, etc

Reports To: Managing Director

Working Environment: This is primarily an office job. Some duties may require light, short-duration work in an unheated warehouse.

Responsibilities

- Oversee, monitor, maintain and reassess all company Quality systems (SoP's)
- Perform periodic inspections and audits to ensure policies and procedures are followed during receiving, storage and shipping
- Provide customers with product documentation and handle product/quality complaints
- Obtain and review product documentation from vendors per established program(s)
- Maintain validity of all product documentation
- Monitor products / suppliers for food-chain risks

Qualifications

- At least 2 years of experience setting up and/or maintaining a GFSI food safety program for a manufacturing or storage facility
- Previous experience with SAP or another ERP software (preferred, but can train the right candidate)
- Strong MS Office skills, especially with Excel
- Organized, with good attention to detail
- Fluent in English – both verbal and written – and have good communication skills in order to communicate effectively with other team members and customers/vendors
- Reliable and punctual
- Able to carry out tasks while under pressure and maintain a positive professional attitude

Benefits

- Full benefits available after 3 months of continuous employment
- Annual RRSP bonus
- Annual profit-sharing plan

If interested please contact: [Richard at Ingredients Plus](#)